

**Minutes
Of the
Delaware Bicycle Council Meeting
December 6, 2000
DelDOT Administration Bldg, Dover, DE**

Representatives Present:

Don Carbaugh, Chairman and New Castle County Representative
Bill Boyd, At-large Representative
Carl Anderson, At-Large Representative
Laura Madara, DNREC Representative
George "Bud" Heberling, DE State Police Representative

Staff Support Present:

David Petrosky, DelDOT Assistant Bicycle and Pedestrian Coordinator
Fritz Schranck, DelDOT Deputy Attorney General
Wendy Bernard, DelDOT Senior Secretary

Guests:

Tim Plemmons, Council of Greenways and Trails

Representatives Absent:

James Kelley, Delaware Department of Transportation
Tom Hartley, Kent County Representative
Jim Ippolito, Sussex County Representative
Fred Breukelman, Public Health Representative
Paul Stevenson, New Castle County Representative
Rocky Bushweller, Council on Transportation
Janet Arns, Department of Education
Lisa Moore, Office of Highway Safety
Open Position, At-Large Representative

The meeting was called to order at 6:10p.m.

I. Welcome and Introductions

The Council welcomed its new members, Laura Madara of DNREC, and Corporal George "Bud" Heberling of the State Police.

Ms. Madara works at the Brandywine Creek State Park. She has worked with children teaching safety through the park and has completed the Effective Cycling course. Personally she enjoys mountain biking and is looking forward to being involved with the Council.

Crpl. Heberling is with the State Police, Troop 3 in the Fatal Accident Reconstruction Team. He is an avid bicyclist himself and is also looking forward to working with the Council.

The Council then went around the table and introduced themselves to the new members.

Council Membership Updates

Janet Arns, who was unable to attend, has also been appointed to the Council as a representative of the Department of Education.

Lisa Moore was also unable to attend the meeting, but sent her regrets and is looking forward the working with the Council. She will represent the Office of Highway Safety.

There was an appointment to fill Bill Davis' seat, but at this time the Council is unsure whether that person will accept the appointment.

There was then discussion on whether Tim Plemmons could be a representative for Gail VanGilder of the Council on Greenways and Trails. The Council's legal representative, Fritz Schranck, reviewed the bylaws of the Bicycle Council and determined that since Tim P. is not a member of the Council on Greenways and Trails, he could not be officially be considered a Council member. He will attend the meetings and report to Ms. Van Gilder, but would not be able to vote on motions in her place.

Don C. then inquired as to the status of filling Liz Holloway's position in DeIDOT. Dave P. and Wendy B. informed the Council that the Assistant Director of Statewide & Region Planning had received the list of qualified applicants and would be setting up interviews shortly. Fritz S. reminded the Council that the hiring process is a rather lengthy process.

Don C. mentioned that he heard that Maryland created a new Director's position for bicycle & pedestrian issues and they hired Mike Jackson.

Committee Chair & Assignments

Don C. would like to wait until the Strategic Planning Workshop to discuss the committee structure in depth.

Carl Anderson volunteered to head the Transportation Committee and the Council approved.

Approval of the meeting minutes from the October meeting

Dave P. and Wendy B brought up the process for minute approval. With the current approval process, comments to the draft minutes are taken until the next scheduled Council meeting and approved at the Council meeting after that, which means the final approved minutes don't make it to the WebPages until 4 months after the meeting. To speed up this process Wendy asked if it would be OK to change the process to:

- the draft minutes being mailed within two weeks of the meeting to the Council members present at the meeting
- and those members present at the meeting be given 3 weeks from the mailing date to submit comments to Wendy (by mail, e-mail, phone, or fax)
- after the third week, if there are no comments, the minutes are automatically approved and distributed to the entire Council and posted on the WebPages. If there are comments, the revised minutes are mailed to the members present at the meeting and approved at the next scheduled Council meeting.

Don C. asked Fritz S. if this change would be legal, and Fritz said the Council could motion for this change to come into effect. Bill B. motioned, Carl A. seconded and the motion was passed.

II. Old Business

Newsletter & Webpage

Dave P. is still looking for articles for the next newsletter. Due to the lack of articles, the next newsletter will be postponed until further notice.

Bud H. asked who received the newsletter. Dave explained that the mailing list for the newsletter is very extensive and included school nurses, bike shops, public officials, and any one who has expressed interest in Bicycle issues. Bud H. informed the Council that he writes a bi-monthly article for the Delaware State News and would be willing to help with the newsletter.

Please submit any articles you may have for the newsletter.

Mario N. requested an updated list of Council members for the WebPages. Dave P. will write short biographies of the new members and work with Mario to get the WebPages updated.

Budget FY 2001

Dave P. has the Council's checkbook, which has a current balance of \$2,688.46. Don C. asked what the new budget for the Council would be. Fritz S. informed the Council that the current Delaware Department of Transportation budget was presented to the State Budget Office in November and should be brought to the Governor in January.

Don C. then notified the new members that the Legislation for the Council allows for reimbursements for travel expenses to and from meetings for appointed members.

NCC Bike Maps

The current Draft Scope of Work for the NCC Bicycle Map was presented to the Council. The map will be similar to the Sussex County map. Dave P. expects the project to be done in roughly 1 year and will keep the Council informed of any public workshops/meetings regarding the map.

Tim P. asked what differences there were from the Sussex County Bike Map. Dave said it would include more transportation routes and commuting around NCC than the Kent/Sussex County map, which focused more on touring and recreational paths.

Carl A. asked if there would be any differentiation between designated routes, bike lane widths, traffic speed, or Level of Service (LOS) designations. Fritz explained that there is a difference in automobile's LOS (length of wait at traffic lights) and cyclists LOS (perceived safety & comfort levels for cyclists).

Carl A. surmised that the map would include all of the new construction in NCC and Tim P. asked if the map would point out attractions such as parks and off road facilities and how. Dave P. said it would and it would probably be laid out with the whole county on one side and details of major cities on the other.

Don C commented that it would be nice if, for the WebPages, the different routes (commuter vs. recreation) could be layered so people could look at specific routes.

Laura M. asked if off road trails in parks would be included in the map, and Dave P. said they would if parks can make them available.

Tim P. asked how roads with bike lanes were delineated on the map. Dave P. said it would be a colored-coded system like the Kent/Sussex map.

Carl A. asked if the Council would have any input on the map and Dave P. said there were to be 5 public meetings and he would keep the Council informed of when they would be. It was suggested that the Council reach out to other interested organizations to get a lot of feed back. Tim P. thought it would be good to get the public involved as much as possible and have them feel a sense of ownership.

Liz H. met with White Clay a while ago and got comments from them and Don C. wanted to know if they were included in the current scope.

III. "Task Updates"

Effective Cycling Update

Don C. told the Council he attended a 2hr. course for the Wilmington Trail Club instructed by Jo Johnson and there was much interest from the participants to take the full 9hr. course.

Bike Plan

The Draft Scope Master Bike Plan (Bike Plan) was included with the agenda. Dave P. asked the Council to read it over and provide comments in a week or so. There will be an advisory committee of which the Council could be a part of if anyone was interested. Don C., Tim P., and possibly Paul S. expressed interest. Dave reminded

them that the Bike Plan development was in its final week or so and comments had to be in soon.

Tim P. wondered the Bike Plan, once completed, could be incorporated into Kent, Sussex, and New Castle Comprehensive Plans. Fritz S. said that since the Bike Plan is a state document, the state would inform the Counties' of the guidelines while it was working with the Counties on their Comprehensive Plans.

Tim P. also suggested getting a lot of involvement from the different counties, State Parks, and the Non-motorized Subcommittee from WILMPACO to ensure . Fritz said there are already references to public involvement in the plan.

Bike Policy

The Bike Policy was officially passed on November 22, 2000. The Policy is a Delaware Department of Transportation policy that will impact the following Department projects:

- All system management and expansion projects to make sure they are appropriate for bicycles,
- System preservation projects such as pavement reconstruction,
- Bridge rehabilitations.

Don C. inquired about roads with a shoulder that disappears when a development's left turn pass around lane takes up the space of the shoulder. Fritz said the Policy provides for "appropriate accommodations for bikes." One of the issues that was a discussion point before the policy passed, was whether to require 5 or 4ft. shoulders. It was suggested that 5ft. was the recommended minimum but that if less than 4ft. shoulders had to be used, the lane be striped and signed as a hazard to bicycles.

Carl A. inquired whether the Council could make recommendations pertaining to the shoulder widths of projects. Dave P. said the Bike/Pedestrian coordinator receives all entrance plans for review. The new policy should also make all other DelDOT employees aware of what is necessary for bicycles.

This combined with Chapter 10.9 of the Road Design Manual provides for good bicycle practices.

Tim P. brought up the new Traffic Calming Design Manual and was wondering if bicycles were addressed. Since a lot of traffic calming designs consist of narrowing roads and creating bulb-outs, which make bicycling difficult, he was wondering how bicyclists' needs are addressed.

IV. New Business

Strategic Planning Workshop

Don C. suggested the Council have the workshop in February at Bellmont Hall and the Council agreed. The two dates available for Bill Wilkinson, who will be the facilitator for the workshop, were February 10th or 24th. Carl A. offered to help organize the agenda, some ideas he has for topics are:

- Define the council's mission, "To promote and enhance bicycling in Delaware."
- Define a clear picture, including qualitative and quantitative measures, of a five-year outlook. Decide how the Council will work toward the goals of the Strategic Plan.
- How to measure the Council's progress, define objectives, and what responsibility it has to its stakeholders.
- What assumptions does the Council have and who does it need cooperation from.
- Identify the goal/mission/work of the Council from the Legislation that set it up.

Wendy B. will try to find the meeting minutes from the last workshop and distribute them to everyone. She will also e-mail the members not present and find out which date for the workshop is the best for them.

Bike Month

Bill B. will organize this year's Bike Month with the help of Bud H and others. Last year's Bike Month included rides in cooperation with White Clay Bicycle Club, Bike-to-Work-Week, the Legislators Ride to Dover, and rides at Bellevue State Park. The Council hopes to get more involvement from legislators this year for the Legislators' ride. Planning for Bike Month should begin soon to make sure there is enough time to organize everything.

Laura M. will also help to get the parks involved.

Tyler-McConnell Bridge

Don C. talked about the efforts regarding the Tyler-McConnell Bridge. Members from several organizations, including Brandywine, Powdermill, and AstraZeneca, are part of a workgroup consisting of about 38 members, each with strong opinions referring to what to do with the Tyler-McConnell Bridge.

One possibility under consideration is to build a parallel bridge next to the original bridge, which will then make two lanes for each direction. They are also proposing a 10ft. wide 2-way bicycle/pedestrian parallel facility starting at the DuPont Experimental station main gate to Alapocas Woods Road. There will be shoulders on both bridges of 6 & 5 ft. widths. Currently, the bridge has 3ft. shoulders.

Fritz S. cautioned the Council that there are concerns with federal funding for the above projects due to Air Quality issues. Current modeling shows that New Castle County will not meet federal air quality mandates for the year 2005. Therefore it is uncertain if the projects will be able to move forward until that issue is resolved. He stated a case in Atlanta, Georgia where they failed to meet the federal mandates and now no expansion at all is allowed. Delaware has until July 1, 2001 to meet the mandates.

Choptank Road

Dave P. wanted the Council's opinion on a project currently in the planning stage. It has been proposed to widen Choptank Road's shoulders to 5ft on either side. There is opposition in the local community to this because they feel it is now an aesthetically pleasing road and they are afraid if it is widened, it will become used as a through road. In order to accommodate the community, the Department is looking at alternatives, such as an off-road path aligned with the road and would wind through the neighborhoods on land the Department already owns. The downside to this is that it would be far from the road and there are concerns the bicyclists will not use it to get to and from their destinations because it is too far out of the way. There are also a large equestrian population in the area that might make use of a bike trail.

The other option is to build a path closer to the road.

The Council felt it was best to widen the shoulders. But if the community felt strongly against that, the path right next to the road would be the best option.

Dave will keep the Council up to date on the project at the next Council meeting.

Park Pedalers

Susan Moerschel of DNREC has inquired if the Council would be willing to donate funds to the Park Pedalers program. They currently have 10 adult bikes, and receive a lot of requests for children's bikes. The children's bikes would cost \$1,500. She has received a \$1,000 donation from Bill Davis from an award he received from DuPont in Seaford for public use. Don C. brought up the suggestion of donating the other \$500 from Council funds.

Tim P. inquired as to whether the Cape Henlopen State Park charges for admission and why they didn't have enough money themselves. He reasoned that the State Park budget is much larger than the Bicycle Council budget of \$16,000. Laura M.

said that any money collected from a State Park is put into a pool from which all the State Parks take from for maintenance and administration costs. That doesn't leave much left for other projects.

Bill B. suggested the Council use money it was going to give to Bellevue since there were complications with getting that program off the ground. Tim P. wanted to make sure Cape Henlopen was getting the bikes at wholesale prices, and that the Bicycle Council received due recognition for the donation. Don C. said they were getting the bikes at whole sale prices, and that there is currently a plaque at the bike site which states the current bikes were a donation from the Council.

Bill B. motioned to donate the \$500 to Cape Henlopen and Carl A. seconded it.

Laura M. will work on the bicycle storage issues at Bellevue to see if she could find a place to locate them. She also wondered if anyone had ever looked into getting donations, or going to state auctions for bicycles instead of buying them.

News Items

Tim P. reported that DelDOT was working on a project on New Linden Hill from Rt. 7 to Polly Drummond Hill Road. Tim P. suggested that a separated bike facility be incorporated into the design. Fritz suggested having the project manager, Phil Horsey, to the next meeting if it was feasible.

V. Committee Reports

General Discussion

Next years schedule of meetings was set and is as follows:

- The first Wednesday of every even month with the exception of February due to the Strategic Planning Workshop.
- We will have 5 meetings all together, 3 of which will be in Dover, 1 in New Castle County, and 1 in Sussex County.

The meeting was adjourned at 8:55

The next Council meeting is to be incorporated into the Strategic Planning Workshop
At Belmont Hall, Smyrna
February 10, 2000
9:00 am – 2:00 p.m.